

COUNTY ENGINEERS' AND PUBLIC WORKS DIRECTORS' MANUAL

BOOK II – REFERENCE MANUAL

**WASHINGTON STATE
COUNTY ROAD ADMINISTRATION BOARD
OLYMPIA, WASHINGTON**

MARCH 2010 UPDATE

January 2010

The County Road Administration Board is in the process of a major update to the "County Engineers' and Public Works Directors' Manual"

Book I (Desk Manual) will be replaced in its entirety with a new County Engineers Desk Reference, with the new Desk Reference being supplemented by information available through the CRAB website.

Book II (Reference Manual) will be replaced in its entirety by a combination of a new County Engineer Desk Reference and other information available through the CRAB website and other internet resources.

The release date for the new County Engineer Desk Reference has not been determined.

The motivation for the above noted effort is recognition of a general need for content update. The format of the new Desk Reference material is also being designed to simplify future amendments and additions.

Even though significant effort is continually made to minimize any potential decay in the validity of information provided, changes in various laws and policies do occur and the user is advised to always be proactively aware of new or amended local, state, and federal rules. Current documents, as well as the new Desk Reference, are not intended to replace "due diligence" when investigating the full extent and applicability of established rules, past practices, and current policies. This is especially true due to issues and particular requirements that may be unique to individual counties.

The following amended document is intended to replace all previous versions of the "County Engineers' and Public Works Directors' Manual - Book II (Reference Manual)", and remain effective until the release of the new County Engineer Desk Reference.

In order to ensure the user has access to the most current and complete information, the format of this replacement document is designed to provide:

- Summary information to assist the user in identifying and accessing the desired information
- Internet links to access both the most current CRAB WACs and WAC amendments
- Internet links to the most current versions of required forms and various reference documents

March 2010

Web links have been added to each of the listed WAC sections directly accessing documentation of all amendments to each section, if they have occurred since 2003.

Any questions about the information contained in this document should be directed to the County Road Administration Board (360-753-5989), or Jeff Monsen at jeff@crab.wa.gov

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WAC 136-167	Withdrawals, early termination, and lapsing of approved projects.
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Required Annual Forms

Rural Arterial Program (RAP) and RAP Forms

Reports

Model Documents

Training

Reference

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SECTION 1 — INTRODUCTION AND USE OF THIS MANUAL

While printing this manual may provide the reader with useful reference information, it has been primarily designed to be utilized as an electronic document. With this document open on a computer that is also connected to the internet, there are electronic “links” included throughout:

- Table of contents - links to the associated pages within this manual
- WAC 136 - links to the State Code Reviser’s Office and the most current WAC language
- WAC 136 amendments - links to the most recent changes to CRAB WACs
- Acronyms - List of common acronyms, many having links to agency or program websites

The majority of this manual is dedicated to accessing the most current CRAB adopted rules governing the Office of the County Engineer. The following graphics and associated narrative is intended to assist in obtaining WAC language, and in review of both proposed and final amendment actions.

Title 136 WAC, pertaining to the County Road Administration Board, may be accessed through the State Code Reviser’s Office at the following web address (graphic of the web page follows).

For all WAC related index web pages there is a “date” notation of the most recent change represented in the documentation

There is also always a choice to present the material in a “print friendly” format

<http://apps.leg.wa.gov/wac/default.aspx?cite=136>

The screenshot displays the Washington State Legislature website. The browser address bar shows the URL: <http://apps.leg.wa.gov/wac/default.aspx?cite=136>. The page header includes the Washington State Legislature logo and navigation links: [Legislature Home](#), [Senate](#), [House of Representatives](#), [Contact Us](#), [Search](#), and [Help](#). The main content area is titled "Title 136 WAC" and "County road administration board". It includes a "Show Dispositions" link and a list of chapters. A sidebar on the left contains links for "Inside the Legislature" and "Outside the Legislature". A "Print Version" link is circled with an arrow, and a "Last Update: 11/9/09" date is also circled with an arrow.

Washington State Legislature
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Title 136 WAC
County road administration board

[Show Dispositions](#)

Chapters

- [136-01](#) Organization and operation of county road administration board.
- [136-02](#) Implementation of state Environmental Policy Act.
- [136-03](#) Public access to information and records.
- [136-04](#) Annual certification of good practice.
- [136-11](#) Maintenance management.
- [136-12](#) Standards of good practice -- Vacancy in position of county engineer.
- [136-14](#) Standard of good practice -- Priority programming.
- [136-15](#) Procedures for preparation of six-year transportation programs.
- [136-16](#) Standards of good practice -- Annual road program, construction report, and construction by county forces limits.
- [136-18](#) Standards of good practice -- Construction by county forces.
- [136-20](#) Standards of good practice -- Inspection of bridges on county roads.
- [136-28](#) Standards of good practice -- Cooperative procedures for processing of county road accident reports.
- [136-40](#) Standards of good practice -- Accommodation of utilities on county roads.

[Print Version](#) | [No disponible en español](#)

Last Update: 11/9/09

http://www.leg.wa.gov/CODEREVISER/Pages/Washington_State_Register.aspx

Washington State Register

WASHINGTON STATE LEGISLATURE / STATUTE LAW COMMITTEE
OFFICE OF THE CODE REVISER
Legislature Home | Senate | House of Representatives | Contact Us | Search | Help

Legislature Home > Code Reviser > Washington State Register

Washington State Register
Current through December 2, 2009 and 09-24 register issue.
[Official Register Publication Statement](#)

To Find Information in the Register:
[Agency/WAC Title List](#) (View all filings and title of a specific agency)
[Index](#) (If you know the subject matter)
[Register Issues](#) (View official pdf documents by issue or html documents by agency)
[Specific Type of Filing](#) (View all types of filings for a particular issue)
[WAC/WSR Table](#) (If you know the WAC number)
 Jump to a WSR

Calendars:
[Closing Date](#)
[Preproposal Closing Date](#)

CR-Forms (in Microsoft Word):
[CR-101](#) [CR-102](#) [CR-103E](#) [CR-103P](#) [CR-105](#)
[Templates for Microsoft Word](#)

E-FILING
[Electronic Filing](#)

LINKS
[Contact the Editor](#)
 Admin. Procedure Act
 (chapter 34.05 RCW)
 Rule-making Proced.
 (chapter 1-21 WAC)
 Reg. Fairness Act
 (chapter 19.85 RCW)
 Open Pub. Meet. Act

As a part of any WAC amendment process, CRAB will send notices to all County Engineers; both at the time of proposing changes as well as following final adoption. In addition to the information contained in the email notice, information can always be accessed through the above web page by:

If the WSR number is known by simply typing the information; OR

Selecting the WAC/WSR Table link (which will return the table below)

2009 WAC-to-Register Table - Introduction

Table of WAC Sections Affected in 2009
 (See also: [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#) [2002](#) [2001](#) [2000](#) [1999](#) [1998](#) [1997](#))

**This table includes Issues 09-02-052 through 09-24
 with filing dates of 01/01/2009 through 12/02/2009**

This table has been broken into multiple HTML documents to reduce loading time for browsers accessing this site from slower, or congested, connections. This table should be used to locate rules amended, adopted, or repealed subsequent to the publication date of the latest WAC or Supplement.

Key To Table

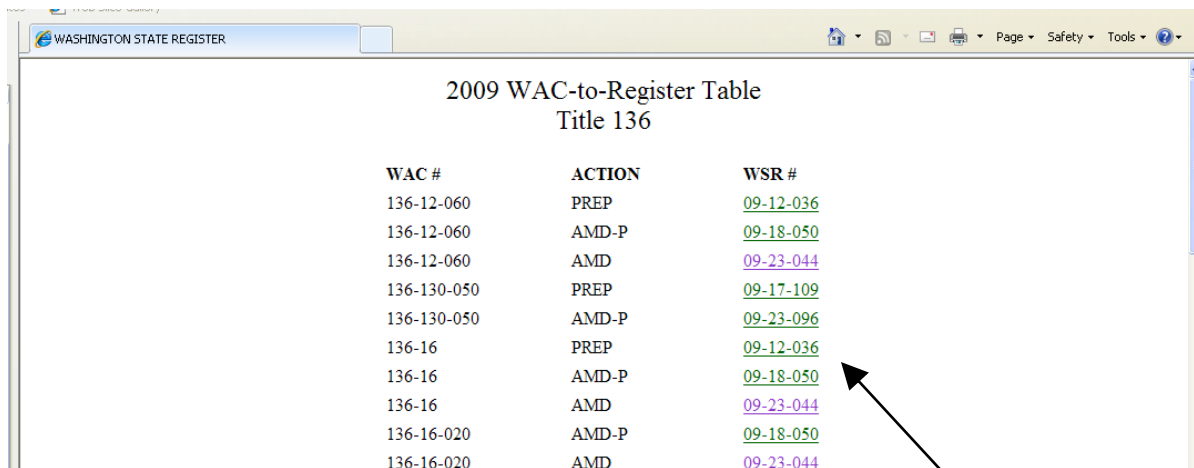
Symbols:
 AMD = Amendment of existing section
 A/R = Amending and recodifying a section
 DECOD = Decodification of an existing section
 NEW = New section not previously codified

Suffixes:
 -C = Continuance of previous proposal
 -E = Emergency action
 -P = Proposed action
 -S = Supplemental notice

Scrolling down the above web page accesses all WACs, including WAC 136.

While the displayed page above will automatically be for the current year, access to other years is also possible when researching past amendments.

Following scrolling down the “Table of WAC Sections Affected in ____” web page, and selecting WAC 136, a table summarizing all proposed and final WAC amendments will be displayed (sorted by WAC Section), similar the following:

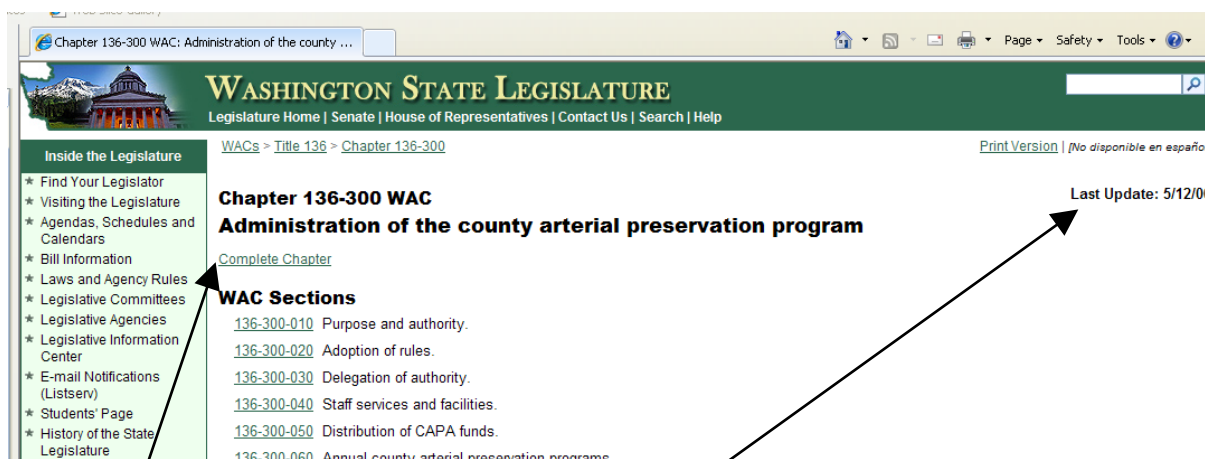


WAC #	ACTION	WSR #
136-12-060	PREP	09-12-036
136-12-060	AMD-P	09-18-050
136-12-060	AMD	09-23-044
136-130-050	PREP	09-17-109
136-130-050	AMD-P	09-23-096
136-16	PREP	09-12-036
136-16	AMD-P	09-18-050
136-16	AMD	09-23-044
136-16-020	AMD-P	09-18-050
136-16-020	AMD	09-23-044

Selecting the “WSR #” will return a copy of the proposed or final action documentation.

When visiting the Code Reviser’s Office to access the WACs, or otherwise to verify that the printed copy you may already possess is current, following are examples of tools available to assist in this:

Example



WASHINGTON STATE LEGISLATURE
Legislature Home | Senate | House of Representatives | Contact Us | Search | Help

Inside the Legislature
 * Find Your Legislator
 * Visiting the Legislature
 * Agendas, Schedules and Calendars
 * Bill Information
 * Laws and Agency Rules
 * Legislative Committees
 * Legislative Agencies
 * Legislative Information Center
 * E-mail Notifications (Listserv)
 * Students' Page
 * History of the State Legislature

WACs > Title 136 > Chapter 136-300

Chapter 136-300 WAC
Administration of the county arterial preservation program

[Complete Chapter](#)

WAC Sections

- [136-300-010](#) Purpose and authority.
- [136-300-020](#) Adoption of rules.
- [136-300-030](#) Delegation of authority.
- [136-300-040](#) Staff services and facilities.
- [136-300-050](#) Distribution of CAPA funds.
- [136-300-060](#) Annual county arterial preservation programs.

[Print Version](#) | [\[No disponible en español\]](#)

Last Update: 5/12/06

As previously noted there is a “date” notation of the most recent change represented in the documentation

Selecting the “complete chapter” can also aid in identifying if and when changes may have occurred.

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WACs > Title 136 > Chapter 136-300

Chapter 136-300 WAC
Administration of the county arterial preservation program

Chapter Listing

WAC Sections

- [136-300-010](#) Purpose and authority.
- [136-300-020](#) Adoption of rules.
- [136-300-030](#) Delegation of authority.
- [136-300-040](#) Staff services and facilities.
- [136-300-050](#) Distribution of CAPA funds.
- [136-300-060](#) Annual county arterial preservation programs.
- [136-300-070](#) Allowable activities within CAPP.
- [136-300-080](#) Accounting and audit provisions.
- [136-300-090](#) Submittal of annual report.

136-300-010
Purpose and authority.

RCW 46.68.095(4) provides that the county road administration board shall administer the county arterial preservation program (CAPP) and the county arterial preservation account (CAPA) established by this statute. This chapter describes the manner in which the county road administration board will implement the several provisions of the statute.

[Statutory Authority: Chapter 36.78 RCW. 99-01-021, § 136-300-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. 96-17-013, § 136-300-010, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070 and 1990 c 42. 90-22-082 (Order 81), § 136-300-010, filed 11/6/90, effective 12/7/90.]

136-300-020
Adoption of rules.

The county road administration board shall adopt rules in accordance with the provisions of the statute for purposes of administering the CAPP regarding the following:

With the "complete chapter" selected, information about the original adoption and all amendments are displayed as a part of the WAC sections.

If a particular WAC Section is selected for viewing, there will be specific notification if there has been amending action since 2003

WAC 136-300-010: Purpose and authority.

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WACs > Title 136 > Chapter 136-300 > Section 136-300-010

Beginning of Chapter << 136-300-010 >> [136-300-020](#)

WAC 136-300-010
Purpose and authority.

RCW 46.68.095(4) provides that the county road administration board shall administer the county arterial preservation program (CAPP) and the county arterial preservation account (CAPA) established by this statute. This chapter describes the manner in which the county road administration board will implement the several provisions of the statute.

No agency filings affecting this section since 2003

WAC 136-300-050: Distribution of CAPA funds.

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WACs > Title 136 > Chapter 136-300 > Section 136-300-050

136-300-040 << 136-300-050 >> 136-300-060

WAC 136-300-050
Distribution of CAPA funds.

(1) Certification of county arterial mileage.

(a) Classification. The statute specifies that expenditure of CAPA funds is restricted to paved arterials in the unincorporated area of each county. Arterials are defined as being those county roads:

(i) In urban areas, classified within the federal functional classification system as arterials or collectors;

[Agency filings affecting this section](#)

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- * Legislative Information Center
- * E-mail Notifications (Listserv)

If amending action has been taken since 2003, a notation will be included,
 and, if selected, will return a listing of the actions, as well as links to the actual documentation

http://apps.leg.wa.gov/wac/registerfiling.aspx?cite=...

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WAC 136-300-050 > Register Filings

Print Version | [No disponible en español]

WAC 136-300-050

WSR Filing Number	Type of Filing	Date of Filing
06-11-067	Permanent Rule	5/12/2006
06-05-086	Proposal Original Notice	2/14/2006

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- * E-mail Notifications (Listserv)

SECTION 2 — TITLE 136 WAC - COUNTY ROAD ADMINISTRATION BOARD

Chapters

- [136-01](#) Organization and operation of county road administration board.
- [136-02](#) Implementation of state Environmental Policy Act.
- [136-03](#) Public access to information and records.
- [136-04](#) Annual certification of good practice.
- [136-11](#) Maintenance management.
- [136-12](#) Standards of good practice -- Vacancy in position of county engineer.
- [136-14](#) Standard of good practice -- Priority programming.
- [136-15](#) Procedures for preparation of six-year transportation programs.
- [136-16](#) Standards of good practice -- Annual road program, construction report, and construction by county forces limits.
- [136-18](#) Standards of good practice -- Construction by county forces.
- [136-20](#) Standards of good practice -- Inspection of bridges on county roads.
- [136-28](#) Standards of good practice -- Cooperative procedures for processing of county road accident reports.
- [136-40](#) Standards of good practice -- Accommodation of utilities on county roads.
- [136-50](#) Standards of good practice -- Statutory relationship between county engineer and county legislative authority -- Adoption of written policies.
- [136-60](#) Standard of good practice -- Maintenance of county road logs.
- [136-70](#) Standards of good practice -- Pavement management system requirement for county arterial preservation program eligibility.
- [136-100](#) Administration of the rural arterial program.
- [136-130](#) Regional prioritization of RAP projects.
- [136-150](#) Eligibility for rural arterial trust account funds.
- [136-161](#) Project submittal, selection and initial allocation of RATA funds to projects.
- [136-163](#) Allocation of RATA funds to emergent and emergency projects.
- [136-165](#) Increased allocations of RATA funds to projects.
- [136-167](#) Withdrawals, early termination, and lapsing of approved projects.
- [136-170](#) Execution of a CRAB/county contract.
- [136-180](#) Processing of RAP vouchers.
- [136-210](#) Design standards for rural arterial program projects.
- [136-300](#) Administration of the county arterial preservation program.
- [136-400](#) Administration of the county ferry capital improvement program.

SECTION 2A — GENERAL ADMINISTRATIVE RULES

ORGANIZATION AND OPERATION OF COUNTY ROAD ADMINISTRATION BOARD

WAC 136 CHAPTER 1

WAC Sections

[136-01-010](#) Purpose and authority.

[136-01-030](#) Meetings and voting procedures.

Change Record

[-010 Change Record](#)

[-030 Change Record](#)

Change Record

Original Adoption Date: 10/17/1968

To access WAC 136-01 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

IMPLEMENTATION OF STATE ENVIRONMENTAL POLICY ACT FOR CRAB

[WAC 136 CHAPTER 2](#)

WAC Sections

[136-02-010](#) Purpose and authority.

[136-02-020](#) Statement of exempt activities.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

Change Record

Original Adoption Date: 7/23/1976

To access WAC 136-02 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

PUBLIC ACCESS TO INFORMATION AND RECORDS

[WAC 136 CHAPTER 3](#)

WAC Sections

- [136-03-010](#) Purpose and authority.
- [136-03-020](#) Public records officer.
- [136-03-030](#) Public records available.
- [136-03-040](#) Requests for public records.
- [136-03-050](#) Availability for public inspection and copying of public records -- Office hours.
- [136-03-060](#) Inspection and copying costs.
- [136-03-070](#) Protection of public records.
- [136-03-080](#) Denial of request.
- [136-03-090](#) Review of denial of public records request.
- [136-03-100](#) Records index.
- [136-03-110](#) Availability.

Change Record

- [-010 Change Record](#)
- [-020 Change Record](#)
- [-030 Change Record](#)
- [-040 Change Record](#)
- [-050 Change Record](#)
- [-060 Change Record](#)
- [-070 Change Record](#)
- [-080 Change Record](#)
- [-090 Change Record](#)
- [-100 Change Record](#)
- [-110 Change Record](#)

Change Record

Original Adoption Date: 5/5/1992

To access WAC 136-03 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

ANNUAL CERTIFICATION OF GOOD PRACTICE

[WAC 136 CHAPTER 4](#)

WAC Sections

- [136-04-010](#) Purpose and authority.
- [136-04-020](#) Inquiry by the county road administration board.
- [136-04-030](#) Response by the county.
- [136-04-040](#) Review by the county road administration board.
- [136-04-050](#) Certificate of good practice.
- [136-04-055](#) Revocation of certificate of good practice.
- [136-04-060](#) Conditional certificate of good practice.
- [136-04-070](#) Review of conditional certificates.
- [136-04-080](#) Notice of pending revocation or substitution.
- [136-04-090](#) Hearing on revocation or substitution.
- [136-04-100](#) Revocation of certificate.
- [136-04-110](#) Effect of noncompliance with standards of good practice.

Change Record

- [-010 Change Record](#)
- [-020 Change Record](#)
- [-030 Change Record](#)
- [-040 Change Record](#)
- [-050 Change Record](#)
- [-055 Change Record](#)
- [-060 Change Record](#)
- [-070 Change Record](#)
- [-080 Change Record](#)
- [-090 Change Record](#)
- [-100 Change Record](#)
- [-110 Change Record](#)

Change Record

Original Adoption Date: 10/18/1974

To access WAC 136-04 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

REPEALED

**RELATIONSHIP OF COUNTY ENGINEER AND
COUNTY LEGISLATIVE AUTHORITY**

WAC 136 CHAPTER 10

(Replaced with WAC 136-50)

Change Record

Original Adoption Date: 6/6/1968

Most Recent Revision Date: [7/11/2002](#) REPEALED

SECTION 2B - STANDARDS OF GOOD PRACTICE

MAINTENANCE MANAGEMENT

WAC 136 CHAPTER 11

WAC Sections

[136-11-010](#) Purpose and authority.

[136-11-020](#) Goal.

[136-11-030](#) Objectives.

[136-11-040](#) Maintenance management requirements.

[136-11-050](#) Annual review.

[136-11-060](#) County road administration board assistance.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 1/16/1980

To access WAC 136-11 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – VACANCY IN POSITION OF COUNTY ENGINEER

[WAC 136 CHAPTER 12](#)

WAC Sections	Change Record
<u>136-12-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-12-020</u> Procedure during vacancy.	<u>-020 Change Record</u>
<u>136-12-030</u> Acting county engineer.	<u>-030 Change Record</u>
<u>136-12-045</u> Notification of hiring.	<u>-045 Change Record</u>
<u>136-12-060</u> Failure to comply.	<u>-060 Change Record</u>
<u>136-12-070</u> County engineer in counties that choose to employ a part-time county engineer or a contract county engineer.	<u>-070 Change Record</u>
<u>136-12-080</u> Assistant county engineer in counties with a part-time county engineer or a contract county engineer.	<u>-080 Change Record</u>

Change Record

Original Adoption Date: 2/9/1971

To access WAC 136-12 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – PRIORITY PROGRAMMING PROCEDURES

[WAC 136 CHAPTER 14](#)

WAC Sections

[136-14-010](#) Purpose and authority.

[136-14-020](#) Application.

[136-14-030](#) Process.

[136-14-040](#) Application of process.

[136-14-050](#) Certification.

[136-14-060](#) Inventory record

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 2/9/1971

To access WAC 136-14 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

PROCEDURES FOR PREPARATION OF SIX-YEAR TRANSPORTATION PROGRAMS

[WAC 136 CHAPTER 15](#)

WAC Sections

- [136-15-010](#) Purpose and authority.
- [136-15-020](#) Contents of six-year program.
- [136-15-030](#) Road fund revenue and expenditure analysis.
- [136-15-040](#) Program listings of specific projects.
- [136-15-045](#) RAP projects in the six-year program.
- [136-15-050](#) Adoption and submittal of six-year program.
- [136-15-060](#) Conflicts with WSDOT and TIB authority.

Change Record

- [-010 Change Record](#)
- [-020 Change Record](#)
- [-030 Change Record](#)
- [-040 Change Record](#)
- [-045 Change Record](#)
- [-050 Change Record](#)
- [-060 Change Record](#)

Change Record

Original Adoption Date: 7/22/1988

To access WAC 136-15 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

**STANDARDS OF GOOD PRACTICE –
ANNUAL ROAD PROGRAM, CONSTRUCTION REPORT,
AND CONSTRUCTION BY COUNTY FORCES LIMITS**

[WAC 136 CHAPTER 16](#)

WAC Sections

[136-16-010](#) Purpose and authority.

[136-16-018](#) Adoption of annual program.

[136-16-020](#) Contents of annual program.

[136-16-022](#) Construction by county forces limit.

[136-16-025](#) Miscellaneous and alternate projects.

[136-16-030](#) Requirements of listing equipment.

[136-16-035](#) Requirements of listing maintenance and special maintenance.

[136-16-040](#) Forwarding of program.

[136-16-042](#) Modification of program.

[136-16-050](#) Annual construction report

Change Record

[-010 Change Record](#)

[-018 Change Record](#)

[-020 Change Record](#)

[-022 Change Record](#)

[-025 Change Record](#)

[-030 Change Record](#)

[-035 Change Record](#)

[-040 Change Record](#)

[-042 Change Record](#)

[-050 Change Record](#)

Change Record

Original Adoption Date: 12/1/1967

To access WAC 136-16 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – CONSTRUCTION BY COUNTY FORCES

[WAC 136 CHAPTER 18](#)

WAC Sections	Change Record
<u>136-18-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-18-020</u> Definitions.	<u>-020 Change Record</u>
<u>136-18-030</u> Authorization of day labor projects.	<u>-030 Change Record</u>
<u>136-18-035</u> Special day labor limit for electrical and traffic control projects.	<u>-035 Change Record</u>
<u>136-18-060</u> Construction by county forces project records.	<u>-060 Change Record</u>
<u>136-18-064</u> Preconstruction publication requirements.	<u>-064 Change Record</u>
<u>136-18-070</u> Special reporting construction by county forces project to the county road administration board.	<u>-070 Change Record</u>
<u>136-18-080</u> Review of construction by county forces compliance by the county road administration board.	<u>-080 Change Record</u>
<u>136-18-085</u> Determination of construction by county forces compliance by the county road administration board.	<u>-085 Change Record</u>
<u>136-18-090</u> Action on construction by county forces compliance by the county road administration board.	<u>-090 Change Record</u>

Change Record

Original Adoption Date: 1/9/1976

To access WAC 136-18 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – INSPECTION OF BRIDGES ON COUNTY ROADS

[WAC 136 CHAPTER 20](#)

WAC Sections

[136-20-010](#) Purpose and authority.

[136-20-020](#) Inventory.

[136-20-030](#) Inspection.

[136-20-040](#) Certification.

[136-20-050](#) Failure to comply.

[136-20-060](#) Engineer's report.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 10/1/1969

To access WAC 136-20 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – COOPERATIVE PROCEDURES FOR PROCESSING OF COUNTY ROAD ACCIDENT REPORTS

[WAC 136 CHAPTER 28](#)

WAC Sections	Change Record
<u>136-28-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-28-020</u> Procedure.	<u>-020 Change Record</u>
<u>136-28-030</u> Coding detail.	<u>-030 Change Record</u>
<u>136-28-040</u> Action on accident reporting compliance by the county road administration board.	<u>-040 Change Record</u>
<u>136-28-050</u> Determination of accident reporting compliance by the county road administration board.	<u>-050 Change Record</u>

Change Record

Original Adoption Date: 12/1/1967

To access WAC 136-28 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – ACCOMMODATION OF UTILITIES ON COUNTY ROAD RIGHT OF WAY

[WAC 136 CHAPTER 40](#)

WAC Sections

[136-40-010](#) Purpose and authority.

[136-40-020](#) Contents.

[136-40-030](#) Adoption and submittal.

[136-40-040](#) Conflicts with state and federal requirements

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

Change Record

Original Adoption Date: 10/5/1990

To access WAC 136-40 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

**STANDARDS OF GOOD PRACTICE –
STATUTORY RELATIONSHIP BETWEEN COUNTY ENGINEER AND
COUNTY LEGISLATIVE AUTHORITY - ADOPTION OF WRITTEN
POLICIES**

[WAC 136 CHAPTER 50](#)

WAC Sections	Change Record
136-50-010 Purpose and authority.	-010 Change Record
136-50-020 Duties of county legislative authority.	-020 Change Record
136-50-030 Duties of the county engineer.	-030 Change Record
136-50-035 Charter counties.	-035 Change Record
136-50-050 Written policy.	-050 Change Record
136-50-051 Policy regarding organization.	-051 Change Record
136-50-052 Policy regarding personnel practices.	-052 Change Record
136-50-053 Policy regarding handling of complaints.	-053 Change Record
136-50-054 Policy regarding approval of work for other public agencies and county departments.	-054 Change Record
136-50-055 Policy regarding accommodation of utilities on county road rights of way.	-055 Change Record
136-50-070 Submittal of policies to the county road administration board.	-070 Change Record

Change Record

Original Adoption Date: 7/11/2002

To access WAC 136-50 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – MAINTENANCE OF COUNTY ROAD LOG

[WAC 136 CHAPTER 60](#)

WAC Sections

[136-60-010](#) Purpose and authority.

[136-60-020](#) Definitions.

[136-60-030](#) Submittal of annual updates.

[136-60-040](#) Validation of annual updates.

[136-60-050](#) Validation requirements for control fields.

[136-60-060](#) Utilization of common computer data base.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 11/12/1986

To access WAC 136-60 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

STANDARDS OF GOOD PRACTICE – PAVEMENT MANAGEMENT SYSTEM REQUIREMENT FOR COUNTY ARTERIAL PRESERVATION PROGRAM ELIGIBILITY

[WAC 136 CHAPTER 70](#)

WAC Sections

[136-70-010](#) Purpose and authority.

[136-70-020](#) Definition.

[136-70-030](#) Application.

[136-70-040](#) Pavement management system requirements.

[136-70-050](#) Alternative pavement management system requirements.

[136-70-060](#) Statewide pavement condition data file.

[136-70-070](#) Annual review.

[136-70-080](#) County road administration board assistance.

[136-70-090](#) Use of pavement management system data for distribution of county arterial preservation account funds.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

[-070 Change Record](#)

[-080 Change Record](#)

[-090 Change Record](#)

Change Record

Original Adoption Date: 10/29/1998

To access WAC 136-70 amendments occurring since 2003, select the appropriate “change record” web link associated with each WAC Section.

SECTION 2C - RAP RULES

ADMINISTRATION OF THE RURAL ARTERIAL PROGRAM

WAC 136 CHAPTER 100

WAC Sections

[136-100-010](#) Purpose and authority.

[136-100-020](#) Adoption of rules.

[136-100-030](#) Rural arterials and collectors.

[136-100-035](#) Functional classification verification.

[136-100-040](#) Delegation of authority.

[136-100-050](#) Apportionment of RATA funds to regions.

[136-100-060](#) Provisions for audit of RAP projects.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-035 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-100 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

REGIONAL PRIORITIZATION OF RAP PROJECTS

[WAC 136 CHAPTER 130](#)

WAC Sections

[136-130-010](#) Purpose and authority.

[136-130-020](#) Priorities by region.

[136-130-030](#) Project prioritization in Puget Sound region (PSR).

[136-130-040](#) Project prioritization in northwest region (NWR).

[136-130-050](#) Project prioritization in northeast region (NER).

[136-130-060](#) Project prioritization in southeast region (SER).

[136-130-070](#) Project prioritization in southwest region (SWR).

[136-130-080](#) Limitation on rating points

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

[-070 Change Record](#)

[-080 Change Record](#)

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-130 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

ELIGIBILITY FOR RURAL ARTERIAL TRUST ACCOUNT FUNDS

[WAC 136 CHAPTER 150](#)

WAC Sections	Change Record
<u>136-150-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-150-020</u> Implementing the eligibility requirement.	<u>-020 Change Record</u>
<u>136-150-021</u> Ascertaining the road levy.	<u>-021 Change Record</u>
<u>136-150-022</u> Ascertaining the expenditures for traffic law enforcement.	<u>-022 Change Record</u>
<u>136-150-023</u> Ascertaining the expenditures for fish passage barrier removal.	<u>-023 Change Record</u>
<u>136-150-030</u> Identifying eligible counties.	<u>-030 Change Record</u>
<u>136-150-040</u> Constraint of contract execution.	<u>-040 Change Record</u>
<u>136-150-050</u> Certification required.	<u>-050 Change Record</u>
<u>136-150-060</u> Post audit penalty.	<u>-060 Change Record</u>

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-150 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

PROJECT SUBMITTAL, SELECTION AND INITIAL ALLOCATION OF RATA FUNDS TO PROJECTS

[WAC 136 CHAPTER 161](#)

WAC Sections	Change Record
<u>136-161-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-161-020</u> RAP program cycle -- General.	<u>-020 Change Record</u>
<u>136-161-030</u> RAP program cycle -- Preliminary prospectus.	<u>-030 Change Record</u>
<u>136-161-040</u> RAP program cycle -- Field review by county road administration board.	<u>-040 Change Record</u>
<u>136-161-050</u> RAP program cycle -- Final prospectus.	<u>-050 Change Record</u>
<u>136-161-060</u> RAP program cycle -- Total project rating and priority array.	<u>-060 Change Record</u>
<u>136-161-070</u> RAP program cycle -- Selection and approval of projects for RATA funding.	<u>-070 Change Record</u>
<u>136-161-080</u> Limitations on allocations of RATA funds to counties.	<u>-080 Change Record</u>
<u>136-161-090</u> Limitations on use of RATA funds.	<u>-090 Change Record</u>
<u>136-161-110</u> Use of other funds to match RATA fund	<u>-110 Change Record</u>

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-161 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

ALLOCATION OF RATA FUNDS TO EMERGENT AND EMERGENCY PROJECTS

[WAC 136 CHAPTER 163](#)

WAC Sections

[136-163-010](#) Purpose and authority.

[136-163-020](#) Definitions.

[136-163-030](#) Limitations and conditions -- Emergency projects.

[136-163-040](#) Limitations and conditions -- Emergent projects.

[136-163-050](#) Limitations and conditions -- Emergency and
emergent projects.

[136-163-060](#) Action by the county road administration board.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 7/12/1996

To access WAC 136-163 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

[WAC 136 CHAPTER 165](#)

WAC Sections	Change Record
<u>136-165-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-165-020</u> Requirements for consideration of RATA fund increases.	<u>-020 Change Record</u>
<u>136-165-030</u> County road administration board evaluation, consideration and action.	<u>-030 Change Record</u>
<u>136-165-040</u> Effect of receiving RATA increase.	<u>-040 Change Record</u>
<u>136-165-050</u> Amendment of CRAB/county contract.	<u>-050 Change Record</u>

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-165 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

WITHDRAWALS, EARLY TERMINATION, AND LAPSING OF APPROVED RAP PROJECTS

[WAC 136 CHAPTER 167](#)

WAC Sections

[136-167-010](#) Purpose and authority.

[136-167-020](#) Withdrawal of approved project before RATA reimbursement.

[136-167-030](#) Termination of approved project after RATA reimbursement.

[136-167-040](#) Lapsing of RATA allocation for approved projects.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

Change Record

Original Adoption Date: 7/29/1994

To access WAC 136-167 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

EXECUTION OF A CRAB/COUNTY CONTRACT FOR A RAP PROJECT

[WAC 136 CHAPTER 170](#)

WAC Sections

[136-170-010](#) Purpose and authority.

[136-170-020](#) Notification of counties.

[136-170-030](#) Terms of CRAB/county contract.

[136-170-040](#) Combining of CRAB/county contracts.

[136-170-050](#) Combining of RATA funded project with non-RATA funded project.

[136-170-060](#) Splitting or phasing of CRAB/county contracts.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

[-060 Change Record](#)

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-170 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

PROCESSING OF RAP VOUCHERS

[WAC 136 CHAPTER 180](#)

WAC Sections

[136-180-010](#) Purpose and authority.

[136-180-020](#) Voucher form.

[136-180-030](#) Voucher approval.

[136-180-040](#) Payment of vouchers.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-180 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

DESIGN STANDARDS FOR RURAL ARTERIAL PROGRAM PROJECTS

[WAC 136 CHAPTER 210](#)

WAC Sections

[136-210-010](#) Purpose and authority.

[136-210-020](#) Applicable design standards.

[136-210-030](#) Deviations from design standards.

[136-210-040](#) Report of assistant secretary for highways and local programs.

[136-210-050](#) Project approval with deviation.

Change Record

[-010 Change Record](#)

[-020 Change Record](#)

[-030 Change Record](#)

[-040 Change Record](#)

[-050 Change Record](#)

Change Record

Original Adoption Date: 6/28/1984

To access WAC 136-210 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

SECTION 2D - CAPP RULES

ADMINISTRATION OF THE COUNTY ARTERIAL PRESERVATION PROGRAM

WAC 136 CHAPTER 300

WAC Sections

- [136-300-010](#) Purpose and authority.
- [136-300-020](#) Adoption of rules.
- [136-300-030](#) Delegation of authority.
- [136-300-040](#) Staff services and facilities.
- [136-300-050](#) Distribution of CAPA funds.
- [136-300-060](#) Annual county arterial preservation programs.
- [136-300-070](#) Allowable activities within CAPP.
- [136-300-080](#) Accounting and audit provisions.
- [136-300-090](#) Submittal of annual report.

Change Record

- [-010 Change Record](#)
- [-020 Change Record](#)
- [-030 Change Record](#)
- [-040 Change Record](#)
- [-050 Change Record](#)
- [-060 Change Record](#)
- [-070 Change Record](#)
- [-080 Change Record](#)
- [-090 Change Record](#)

Change Record

Original Adoption Date: 10/5/1990

To access WAC 136-300 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

SECTION 2E - COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM RULES

ADMINISTRATION OF THE COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM

WAC 136 CHAPTER 400

WAC Sections	Change Record
<u>136-400-010</u> Purpose and authority.	<u>-010 Change Record</u>
<u>136-400-020</u> County and project eligibility.	<u>-020 Change Record</u>
<u>136-400-030</u> Definition of ferry capital improvement projects.	<u>-030 Change Record</u>
<u>136-400-040</u> Six-year transportation program and ferry system fourteen-year plan submittal.	<u>-040 Change Record</u>
<u>136-400-045</u> Call for projects.	<u>-045 Change Record</u>
<u>136-400-050</u> Project application.	<u>-050 Change Record</u>
<u>136-400-060</u> Technical review committee.	<u>-060 Change Record</u>
<u>136-400-065</u> Project financing.	<u>-065 Change Record</u>
<u>136-400-070</u> County road administration board action.	<u>-070 Change Record</u>
<u>136-400-080</u> Funding by the legislature.	<u>-080 Change Record</u>
<u>136-400-090</u> Limitation on use of county ferry capital improvement funds.	<u>-090 Change Record</u>
<u>136-400-100</u> Terms of county road administration board/county contract.	<u>-100 Change Record</u>
<u>136-400-110</u> Voucher approval and payment.	<u>-110 Change Record</u>
<u>136-400-120</u> Audit requirements.	<u>-120 Change Record</u>
<u>136-400-130</u> Delegation of authority.	<u>-130 Change Record</u>

Change Record

Original Adoption Date: 10/9/1991

To access WAC 136-400 amendments occurring since 2003, select the appropriate "change record" web link associated with each WAC Section.

SECTION 3 – CRAB WEBSITE - LINKS

REQUIRED ANNUAL FORMS (Reporting to CRAB)

[Required Annual Forms](#)

(<http://www.crab.wa.gov/Library/forms.cfm>)

[CRAB Website - Summary of Due dates](#) (PDF document)

(http://www.crab.wa.gov/LibraryData/FORMS/090915CALENDAR_OF_DUE_DATES.pdf)

RURAL ARTERIAL PROGRAM (RAP) AND RAP FORMS

[RAP Program](#)

(<http://www.crab.wa.gov/funding/grants/rap/index.cfm>)

[RAP Frequently Asked Questions \(FAQ's\)](#)

(<http://www.crab.wa.gov/funding/grants/rap/faq.cfm>)

[RAP Forms](#)

(http://www.crab.wa.gov/Library/forms.cfm#1_2)

REPORTS

[County](#)

(http://www.crab.wa.gov/Library/reports.cfm#1_1)

[CRAB](#)

(http://www.crab.wa.gov/Library/reports.cfm#1_2)

[State](#)

(http://www.crab.wa.gov/Library/reports.cfm#1_3)

[Federal](#)

(http://www.crab.wa.gov/Library/reports.cfm#1_4)

MODEL DOCUMENTS

[Agreements](#)

(http://www.crab.wa.gov/Library/model_documents.cfm)

[Ordinances](#)

(http://www.crab.wa.gov/Library/model_documents.cfm#1_2)

[Policies](#)

(http://www.crab.wa.gov/Library/model_documents.cfm#1_4)

[Resolutions](#)

(http://www.crab.wa.gov/Library/model_documents.cfm#1_5)

TRAINING

Power Point Presentations

(http://www.crab.wa.gov/Library/training.cfm#1_1)

Other Training Resources

(http://www.crab.wa.gov/Library/training.cfm#1_2)

REFERENCE

County Road Safety

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_1)

CRAB

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_2)

Emergency Management

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_3)

Engineers

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_4)

Engineer Answers

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_5)

Environmental

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_6)

Equipment

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_7)

Financial

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_8)

Maps

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_9)

Other States DOT Studies

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_10)

Policy

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_11)

Road Construction

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_12)

Road General

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_13)

[Road Maintenance](#)

(http://www.crab.wa.gov/Library/reference.cfm#gpm1_14)

[LINKS \(VARIOUS WEB RESOURCES\)](#)

(<http://www.crab.wa.gov/Library/links.cfm>)

See also the web-links included in the Glossary of Acronyms

SECTION 4 – GLOSSARY OF ACRONYMS AND TERMS

SECTION 4A - GLOSSARY OF ACRONYMS

2-R	Resurfacing and Restoration	
3-R	Resurfacing, Restoration, and Rehabilitation	
4-R	Resurfacing, Restoration, Rehabilitation, and Reconstruction	
AADT	Annual Average Daily Traffic	
AAG	Assistant Attorney General	State
<u>AAR</u>	Association of American Railroads	
<u>AASHTO</u>	American Association of State Highway and Transportation Officials	
<u>ACHP</u>	Advisory Council for Historic Preservation	
ACP	Asphalt Concrete Pavement	
<u>ACP</u>	Annual Construction Program	State
<u>ACR</u>	Annual Construction Report	State
<u>ADA</u>	Americans with Disabilities Act	Federal
ADT	Average Daily Traffic	
<u>AG</u>	Attorney General	State
<u>AGC</u>	Associated General Contractors	
<u>AGO</u>	Attorney General Opinions	State
<u>ANSI</u>	American National Standards Institute	
<u>APWA</u>	American Public Works Association	
<u>APWA-WA</u>	American Public Works Association - Washington State Chapter	
ARRA	American Recovery and Reinvestment Act	Federal
<u>ARRA</u>	Asphalt Recycling and Reclaiming Association	
<u>ARTBA</u>	American Road and Transportation Builders Association	
<u>ASCE</u>	American Society of Civil Engineers	
<u>ASCE-REG 8</u>	American Society of Civil Engineers - Region 8 (includes Washington)	
<u>ASTM</u>	American Society for Testing and Materials	
ATB	Asphalt Treated Base	
<u>ATTSA</u>	American Traffic Safety Services Association	
AVR	Average Vehicle Ridership	
<u>AWC</u>	Association of Washington Cities	
AWSC	All Way Stop Controlled	
<u>AWWA</u>	American Water Works Association	

<u>BARS</u>	Budgeting, Accounting, and Reporting System	State
BASUB	Basic and Sub-account numbers used in BARS	State
B/C	Benefit Cost Ratio	
<u>BFRC</u>	Benton-Franklin Regional Council	
<u>BIA</u>	Bureau of Indian Affairs	Federal
BLA	Boundary Line Adjustment	
<u>BLM</u>	Bureau of Land Management	Federal
BMP	Best Management Practice	
<u>BRAC</u>	Bridge Replacement Advisory Committee	State
<u>BRCT</u>	Blue Ribbon Commission on Transportation	State
BROS	Bridge Replacement Off System	Federal
BRR	Bridge Replacement and Rehabilitation	
<u>BST</u>	Bituminous Surface Treatment	
C3R	Close, Repair, Rehabilitate, or Replace	
<u>CA</u>	Certification Acceptance	State
CAD	Computer Aided Design	
CADD	Computer Aided Drafting and Design	
CAPA	County Arterial Preservation Account	State
<u>CAPP</u>	County Arterial Preservation Program	State
<u>CDL</u>	Commercial Driver's License	
CE	Categorical Exclusions (NEPA); Categorical Exemptions (SEPA)	
CE	Construction Engineering	
<u>CERB</u>	Community Economic Revitalization Board	State
<u>CFGs</u>	County Freight and Goods System	
CFP	Capital Facilities Plan	
<u>CFR</u>	Code of Federal Regulations	Federal
CIP	Capital Improvement Program	
CLAS	Collision Location and Analysis System	State
CLCF	County Location Coding Form	State
<u>CMAQ</u>	Congestion Mitigation and Air Quality Program	Federal
CO	Change Order	
<u>COE</u>	US Army Corps of Engineers	Federal
COG	Council of Governments	

<u>CPARB</u>	Capital Projects Advisory Review Board	State
<u>CPI</u>	Consumer Price Index	
<u>CRAB</u>	County Road Administration Board	State
CRP	County Road Project	
CSBC	Crushed Surfacing Base Course	
CSTC	Crushed Surfacing Top Course	
<u>CTR</u>	Commute Trip Reduction	State
<u>CVEO</u>	Commercial Vehicle Enforcement Officer	State
<u>CWCOG</u>	Cowlitz-Wahkiakum Council of Governments	
CY	Calendar Year	
<u>DAHP</u>	Department of Archaeological and Historic Preservation	State
DBE	Disadvantaged Business Enterprise	
DFO	Disaster Field Office	
DHV	Design Hourly Volume	
<u>DIS</u>	Department of Information Services	State
<u>DNR</u>	Department of Natural Resources	State
DNS	Determination of Non-Significance	
<u>DOC</u>	Department of Commerce	State
<u>DOC</u>	Department of Corrections	State
<u>DOE</u>	Department of Ecology	State
<u>DOI</u>	Department of the Interior	Federal
<u>DOL</u>	Department of Licensing	State
<u>DOP</u>	Department of Personnel	State
<u>DOR</u>	Department of Revenue	State
DOT	Department of Transportation	
DPA	Deputy Prosecuting Attorney	
DPW	Department of Public Works	
<u>DRS</u>	Department of Retirement Systems	State
DS	Determination of Significance	SEPA
<u>DSHS</u>	Department of Social and Health Services	State
EA	Environmental Assessment	Federal
<u>EEO</u>	Equal Employment Opportunity	
<u>EEOC</u>	Equal Employment Opportunity Commission	Federal

EIS	Environmental Impact Statement	State
<u>EMD</u>	Emergency Management Division	State
<u>EO</u>	Executive Order	State
EOC	Emergency Operations Center	
EOE	Equal Opportunity Employer	
<u>EPA</u>	Environmental Protection Agency	Federal
ER	Emergency Relief	Federal
ER&R	Equipment Rental & Revolving (fund)	County
<u>ESA</u>	Endangered Species Act	Federal
FA	Federal Aid	Federal
<u>FAA</u>	Federal Aviation Administration	Federal
FAS	Federal Aid Secondary	Federal
FAUS	Federal Aid Urban Systems	Federal
<u>FCAAP</u>	Flood Control Assistance Account Program	State
FEIS	Final Environmental Impact Statement	State
<u>FEMA</u>	Federal Emergency Management Administration	Federal
<u>FERC</u>	Federal Energy Regulatory Commission	Federal
FFY	Federal Fiscal Year	Federal
<u>FGTS</u>	Freight and Goods Transportation System	State
<u>FHWA</u>	Federal Highway Administration	Federal
<u>FLH</u>	Federal Lands Highway	Federal
<u>FLSA</u>	Fair Labor Standards Act	Federal
<u>FMSIB</u>	Freight Mobility Strategic Investment Board	State
FONSI	Finding of No Significant Impact	Federal
<u>FRA</u>	Federal Railroad Administration	Federal
<u>FTA</u>	Federal Transit Administration	Federal
FY	Fiscal Year	
<u>GA</u>	Department of General Administration	State
GIS	Geographic Information Systems	
<u>GMA</u>	Growth Management Act	State
GPS	Global Positioning System	
GSP	General Special Provisions	State
GVW	Gross Vehicle Weight	

<u>H&LP</u>	Highways and Local Programs	State
<u>HBP</u>	Highway Bridge Program	Federal
<u>HCM</u>	Highway Capacity Manual	
HCT	High Capacity Transit	
HMA	Hot Mix Asphalt	
HOT	High Occupancy Toll (lanes)	
HOV	High Occupancy Vehicle	
<u>HPA</u>	Hydraulic Project Approval	State
<u>HSS</u>	Highways of Statewide Significance	State
<u>HTC</u>	House Transportation Committee	State
<u>HUD</u>	Housing and Urban Development	Federal
IBC	International Building Code	
<u>IMSA</u>	International Municipal Signal Association	
<u>IRWA</u>	International Right of Way Association	
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991	Federal
<u>ITE</u>	Institute of Transportation Engineers	
ITS	Intelligent Transportation System	
<u>JLARC</u>	Joint Legislative Audit and Review Committee	State
<u>JTC</u>	Joint Transportation Committee	State
<u>L&I</u>	Department of Labor and Industries	State
LA	Local Agency	
<u>LAG</u>	Local Agency Guidelines	State
<u>LCVMPO</u>	Lewis-Clark Valley Metropolitan Planning Organization	
<u>LEAP</u>	Legislative Evaluation and Accountability Program	State
LID	Local Improvement District	
LID	Low Impact Development	
<u>LNI</u>	Department of Labor and Industries	State
LOS	Level of Service	
LPA	Local Public Agency	
LS	Land Surveyor	
<u>LTAP</u>	Local Technical Assistance Program (T2)	State

MBE	Minority Business Enterprise	
MDNS	Mitigated Determination of Non-Significance	SEPA
MOA	Memorandum of Agreement	
MOU	Memorandum of Understanding	
<u>MPO</u>	Metropolitan Planning Organization	
<u>MRSC</u>	Municipal Research and Services Center	
<u>MTO</u>	Model Traffic Ordinance	State
MTP	Metropolitan Transportation Plan	
MVET	Motor Vehicle Excise Tax	State
MVF	Motor Vehicle Fund	State
MVFT	Motor Vehicle Fuel Tax	State
MWBE	Minority and Women's Business Enterprise	
<u>NAAQS</u>	National Ambient Air Quality Standards	
<u>NACE</u>	National Association of County Engineers	
<u>NACO</u>	National Association of Counties	
<u>NAFA</u>	National Association of Fleet Administrators	
<u>NBI</u>	National Bridge Inventory	Federal
<u>NBIS</u>	National Bridge Inspection Standards	Federal
<u>NCPP</u>	National Center for Pavement Preservation	
<u>NCHRP</u>	National Cooperative Highway Research Program	
NCRTPO	North Central Regional Transportation Planning Organization	
<u>NEC</u>	National Electrical Code	
<u>NEPA</u>	National Environmental Policy Act	Federal
<u>NEWRTPO</u>	Northeast Washington Regional Planning Organization	
<u>NHS</u>	National Highway System	Federal
<u>NHTSA</u>	National Highway Traffic Safety Administration	Federal
<u>NMFS</u>	National Marine Fisheries Service	Federal
<u>NOAA</u>	National Oceanographic and Atmospheric Administration	Federal
<u>NPDES</u>	National Pollutant Discharge Elimination System	Federal
<u>NTSB</u>	National Transportation Safety Board	Federal
<u>NWPMA</u>	Northwest Pavement Management Association	
OA	Obligation Authority	

<u>OFM</u>	Office of Financial Management	State
OJT	On-the-Job Training	
O&M	Operations and Maintenance	
<u>OMB</u>	Office of Management and Budget	Federal
<u>OSHA</u>	Occupational Safety and Health Administration	Federal
<u>OST</u>	Office of State Treasurer	State
PCC	Portland Cement Concrete	
PCR	Pavement Condition Rating	
PDEIS	Preliminary Draft Environmental Impact Statement	SEPA
PE	Preliminary Engineering	
PE	Professional Engineer	
<u>PL</u>	Public Law	Federal
<u>PERC</u>	Public Employment Relations Commission	State
<u>PERS</u>	Public Employees Retirement System	State
PLS	Professional Licensed Surveyor	
PMS	Pavement Management System	
<u>PNWCNAFA</u>	Pacific Northwest Chapter NAFA	
PS&E	Plans, Specifications, and Estimates	
<u>PSCNAFA</u>	Puget Sound Chapter NAFA	
<u>PSRC</u>	Puget Sound Regional Council	
PTBA	Public Transportation Benefit Area	State
PUD	Public Utility District	
<u>PWB</u>	Public Works Board	State
PWTF	Public Works Trust Fund (Public Works Board)	State
R&D	Research and Development	
<u>RAP</u>	Rural Arterial Program	State
RATA	Rural Arterial Trust Account	State
<u>RCW</u>	Revised Code of Washington	State
<u>REET</u>	Real Estate Excise Tax	State
RFP	Request for Proposal	
RFQ	Request for Qualifications	
RID	Road Improvement District	
ROW	Right-of-Way	

RPM	Raised Pavement Markers	
RR	Railroad	
RTA	Regional Transit Authority	
<u>RTPO</u>	Regional Transportation Planning Organization	
R/W	Right-of-Way	
<u>SAFETEA-LU</u>	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (2003-2009)	Federal
<u>SAO</u>	State Auditor's Office	State
<u>SCA</u>	Small City Account	State
SEIS	Supplemental Environmental Impact Statement	
<u>SEPA</u>	State Environmental Policy Act	State
<u>SHPO</u>	State Historical Preservation Office	State
SIP	State Implementation Plan	State
<u>SMA</u>	Shorelines Management Act	State
SMS	Safety Management System	
SMSA	Standard Metropolitan Statistical Area	
SOV	Single Occupancy Vehicle	
<u>SRTC</u>	Spokane Regional Transportation Council	
<u>STC</u>	Senate Transportation Committee	State
<u>STIP</u>	State Transportation Improvement Program	State
<u>STP</u>	Surface Transportation Program	Federal
<u>SWIBS</u>	State of Washington Inventory of Bridges and Structures	State
SWPPP	Stormwater Pollution Prevention Plan	
<u>SWRTC</u>	Southwest Washington Regional Transportation Council	
<u>T2</u>	Technology Transfer (LTAP)	
TAC	Technical Advisory Committee	
<u>TBD</u>	Transportation Benefit District	
TCP	Traffic Control Plan	
TDM	Transportation Demand Management / Travel Demand Management	
TEA-21	Transportation Equity Act for the 21 st Century (1997-2002)	Federal
<u>TIA</u>	Transportation Improvement Account	State
<u>TIB</u>	Transportation Improvement Board	State
TIP	Transportation Improvement Program	

TMA	Transportation Management Area	
TPA	Transportation Partnership Account	State
<u>TRAC</u>	Washington State Transportation Center	State
<u>TRB</u>	Transportation Research Board	
<u>TRPC</u>	Thurston Regional Planning Council	
TS&L	Type, Size, and Location	
TSM	Transportation System Management	
<u>UATA</u>	Urban Arterial Trust Account	
UBC	Uniform Building Code	
ULID	Utility Local Improvement District	
<u>USC</u>	United States Code	Federal
<u>USACE</u>	US Army Corps of Engineers	Federal
<u>USDOT</u>	U.S. Department of Transportation	Federal
<u>USFS</u>	United States Forest Service	Federal
<u>USFWS</u>	United States Fish and Wildlife Service	Federal
<u>USGS</u>	United State Geological Survey	Federal
<u>UTC</u>	Utilities and Transportation Commission	State
VE	Value Engineering	
VIN	Vehicle Identification Number	
VMT	Vehicle Miles Traveled	
<u>WAC</u>	Washington Administrative Code	State
<u>WACO</u>	Washington Association of County Officials	
<u>WAPA</u>	Washington Asphalt Paving Association	
<u>WAPA</u>	Washington Association of Prosecuting Attorneys	
<u>WASHTO</u>	Western Association of State Highway and Transportation Officials	
<u>WASPC</u>	Washington Association of Sheriffs and Police Chiefs	
WBE	Women's Business Enterprise	
<u>WCCOG</u>	Whatcom County Council of Governments	
<u>WCRP</u>	Washington Counties Risk Pool	
<u>WDFW</u>	Washington Department of Fish and Wildlife	State
<u>WFOA</u>	Washington Finance Officers Association	
<u>WHUF</u>	Washington Highway Users Federation	

<u>WISHA</u>	Washington Industrial Safety and Health Act	
WMA	Warm Mix Asphalt	
<u>WSAC</u>	Washington State Association of Counties	
<u>WSACE</u>	Washington State Association of County Engineers	
<u>WSDOT</u>	Washington State Department of Transportation	State
<u>WSEMA</u>	Washington State Emergency Management Association	
<u>WSF</u>	Washington State Ferries	State
<u>WSGRTA</u>	Washington State Good Roads and Transportation Association	
<u>WSP</u>	Washington State Patrol	State
<u>WSSA</u>	Washington State Sheriffs Association	
<u>WSTA</u>	Washington State Transit Association	
<u>WSTC</u>	Washington State Transportation Commission	State
<u>WTA</u>	Washington Trucking Associations	
<u>WTP</u>	Washington Transportation Plan	State
<u>WTSC</u>	Washington Traffic Safety Commission	State
<u>WUTC</u>	Washington Utilities and Transportation Commission	State
<u>WVTC</u>	Wenatchee Valley Transportation Council	
 <u>YVCOG</u>	 Yakima Valley Council of Governments	

SECTION 4B - GLOSSARY OF TERMS

See also the WSDOT Local Agency Guidelines (LAG), Glossary

Agency Administrator – A local agency official empowered by position or delegated the authority to administer transportation projects.

Annual Average Daily Traffic – The estimate of typical daily traffic on a road segment for all days of the week, Sunday through Saturday, over the period of one year.

Annual Seasonal Factors – The set of twelve factors, one for each month of the year that is used to adjust coverage counts to estimates of AADT. Annual seasonal factors make use of the full year's data collected by continuous counters.

Approval Authority - The position title designated in the Certification Acceptance agreement as being responsible for approving a document or stage of a federal aid transportation project.

Average Daily Traffic – The total traffic volume during a given time period (in whole days), greater than one day and less than one year, divided by the number of days in that time period.

Bituminous Surface Treatment – One or more applications of sprayed-on liquid asphalt followed by a layer of suitable aggregate to protect and preserve the surface, maintain the structural integrity, or restore the surface texture and skid resistance of the roadway. Generally performed on low volume roadways.

Categorical Exclusions – Actions that do not individually or cumulatively have a significant effect on the environment.

Categorical Exemptions – Actions that do not individually or cumulatively have a significant effect on the environment.

Chip Seal – A single application of BST applied to existing pavement surfaces to correct surface raveling and oxidation of old pavements. Chip seal also provides a waterproof cover for an existing pavement structure.

Commute Trip Reduction Law – The state law that requires major employers in the eight most populous counties of the state to reduce the number of SOV trips and the number of vehicle miles traveled by their employees.

Comprehensive Plan – A compendium of maps, charts, and text that contains a city or county's plans for long-term development. Also, a legal document required by the state's GMA, as outlined in RCW 36.70A.

Concurrency – The GMA requirement that adequate public services and facilities such as water, sewer, storm drainage, and transportation infrastructure must be available at the time new development is occupied.

Construction – The building of a road/street, a portion of a road/street, or a facility that did not previously exist. It may be on new right-of-way or on existing right-of-way.

Design Hourly Volume - The design hourly volume (DHV) is usually the 30th highest hourly volume for the design year, commonly 20 years from the time of construction completion. For two-lane rural highways, the DHV is the total traffic in both directions of travel.

Determination of Non-Significance – The written decision by the agency administrator that a proposal will not have a significant environmental impact and that no EIS is required.

Determination of Significance – The written decision by the agency administrator that a proposal could have significant adverse impact of the environment and, therefore, an EIS is required.

Distribution Formula – The Statutorily defined formula for allocating state motor vehicle fuel tax revenues to specific programs and entities.

Eighteenth Amendment – An amendment to the State Constitution passed in 1944, stating that motor vehicle license fee, gas tax, and other state revenues intended for highway purposes may only be used for highway purposes. (Article II, Section 40, Washington State Constitution)

Environmental Checklist – A local agency document used to determine whether an action will significantly impact the environment. The checklist form contained in WAC 197-11-960 is used for all actions not categorically exempt or not clearly requiring an EIS.

Federal Urban Area – Any land area within the boundaries of the federally-designated urban areas (population over 5,000) as shown on the official urban-area maps on file at WSDOT.

Final estimate – An estimate of the total cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

High Occupancy Vehicle – An automobile, van, pick-up truck, or bus that carries enough people to travel in the HOV or Diamond Lane. In Washington State, most HOV lanes require that two or more persons travel together, although in some places three people are needed.

Intelligent Transportation System - The term intelligent transportation system refers to efforts to add information and communications technology to transportation infrastructure and vehicles. Intelligent transportation systems vary in technologies applied, from basic management systems such as car navigation, traffic signal control systems, variable message signs, etc.

Lead Agency – A federal, state, or local agency taking primary responsibility for preparing an environmental document.

Level of Service – A qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety.

Local Match – That portion of a project's cost paid for with local agency funds.

Maintenance – those activities undertaken to ensure that infrastructure can continue to be used during its originally established useful life.

Preservation – Those activities that extend the useful life of infrastructure beyond its originally estimated useful life, but do not increase its capacity or efficiency.

Public Involvement Plan – A required, integral part of an environmental study plan which outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion.

Rehabilitation – Similar to "Restoration" except the work may include reworking or strengthening the base or subbase, recycling or reworking existing materials to improve their structural integrity, adding underdrains, improving or widening shoulders. Rehabilitation may include acquisition of additional right-of-way.

Remainder – The portion of a land parcel not acquired for public right-of-way.

Restoration – Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability, and widening up to a total of 10 feet. Restoration will generally be performed within the existing right-of-way.

Resurfacing – The addition of a layer or layers of paving material to provide additional structural integrity, improved serviceability, and ride ability.

Rural Area – Any land area outside the boundaries of the federally-designated urban areas as shown on the official urban area maps on file at WSDOT.

Transportation Demand Management – An effort to reduce the number of people traveling by SOV by promoting non-SOV modes of transportation. TDM efforts may also discourage the use of SOVs by imposing tolls or taxes.

Transportation System Management – A variety of actions and activities designed to make the existing transportation system more efficient.

Travelled Way – The portion of a street or road for use by moving vehicles, between curbs or shoulders, including turning lanes where such lanes are appropriate, but excluding parking lanes and/or shoulders.

Urban Growth Area – Areas where urban growth will be encouraged. Growth outside of the urban growth area must be rural in character.

Urbanized Area – An area with a population over 50,000 within boundaries established by the U.S. Census Bureau or by responsible state and local officials in cooperation with each other. There are nine in Washington: Seattle-Everett, Tacoma, Yakima, Spokane, Vancouver, Tri-Cities, Bellingham, Olympia-Lacey-Tumwater, and Kelso-Longview.

Walkway – A continuous way designated for pedestrians and separated from through lanes for motor vehicles by a curb, space, pavement marking, or other barrier.

Wetlands – Lands covered by shallow water or lands where the water table is at or near the surface; includes marshes, swamps, bogs, natural ponds, wet meadows, and river overflow.